

## **ENVIRONMENT, SAFETY, HEALTH & ASSURANCE (ESH&A)**

### **TOPICAL APPRAISALS**

This plan describes how the ESH&A office conducts topical appraisals. Comments and questions regarding this plan should be directed to the contact person listed below:

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Sign-off Record:

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Manager, Environment, Safety, Health & Assurance

## 1.0 REVISION/REVIEW LOG

Environment, Safety, Health & Assurance (ESH&A) will formally review this document once every three years at a minimum:

Revision Number	Effective Date	Contact Person	Pages Affected	Description of Revision
0	11/1/99	J. Withers	All	Initial Issue
1	04/01/00	T. E. Wessels	Section 5	Reference Independent Walk-Through Process, Plan 102_022revdesc
2	08/01/02	T. E. Wessels	All	G:\Docs&Rec\DCP\Revision Description\Plan 10200.022 rev 2 revdesc

## 2.0 PURPOSE AND SCOPE

The ESH&A office provides assistance to Laboratory personnel in the implementation of group-specific safety programs. The Environment, Safety, Health & Assurance Program Manual states the requirements of each of the major ES&H disciplines of industrial safety, industrial hygiene, fire protection, health physics and environmental protection. Periodic validation of compliance with the requirements stated in the Manual is accomplished via numerous mechanisms including the performance of periodic topical appraisals. These appraisals also provide ESH&A direct feedback on areas of improvement.

## 3.0 RESPONSIBILITIES

Responsibilities for implementation of the ESH&A Topical Appraisals Program are as follows:

- 3.1 LABORATORY DIRECTOR – The Laboratory Director is ultimately responsible for ensuring that employees are provided a safe and healthy work place; the Director supports the ESH&A office and its numerous surveillance activities including topical appraisals.
- 3.2 PROGRAM DIRECTORS / DEPARTMENT MANAGERS – Program Directors / Department Managers shall provide departmental specific information upon request and be responsible for the completion of any corrective actions identified from a topical appraisal within their program or department.
- 3.3 GROUP / SECTION LEADERS – Group / Section Leaders shall provide group-specific information upon request and be responsible for the completion of any corrective action identified from a topical appraisal within their group or section.
- 3.4 SAFETY COORDINATORS / REPRESENTATIVES – Safety Coordinators / Representatives shall serve as points-of-contact on ESH&A topical appraisals and, at

the direction of the Program Director / Department Manager or Group / Section Leader, facilitate correction of any identified deficiencies.

3.5 EMPLOYEES – Ames Laboratory employees shall participate in the Laboratory's environment, safety and health program by performing work in accordance with established practices and procedures; employees shall interact with supervisory personnel, Safety Coordinators / Representatives and ESH&A personnel on environment, safety and health issues, including topical appraisals, as indicated.

3.6 ENVIRONMENT, SAFETY, HEALTH & ASSURANCE (ESH&A) – ESH&A specialists are responsible for scheduling, performing, documenting and communicating results of topical appraisals.

#### 4.0 PREREQUISITE ACTIONS AND REQUIREMENTS

The Program Director / Department Manager, Group / Section Leader and Safety Coordinator / Representative shall be notified of a topical appraisal a minimum of two weeks in advance. The ESH&A Lead Specialist shall provide appraisal information to the appropriate personnel in sufficient detail that includes topics to be covered, appraisal methodology and timelines for performance and completion.

#### 5.0 PERFORMANCE

The Independent Walk-Through Program (Procedure 10200.021) is utilized to facilitate the observation of activities and facilities by the ESH&A office. The participation of ESH&A Office members in this program is detailed in the following table.

Program/Department	Industrial Safety	Industrial Hygiene	Health Physics	Environmental Protection	Fire Protection
Facilities Services	X			X	X
Engineering Services	X			X	X
ESH&A	X				X
Materials Chemistry	X	X	X	X	X
Metal and Ceramic Sciences	X	X	X	X	X
Applied Mathematics & Computational Sciences	X				X
Administrative Services and New Initiatives	X			X	X
Chemical and Biological Sciences	X	X		X	X
Condensed Matter Physics	X		X	X	X
Purchasing & Property Services	X			X	X
Environmental and Protection Sciences	X	X	X	X	X
Other TASF Offices	X				X

In addition to participation in the Independent Walk-Through Program, ESH&A Topical Appraisals are performed on a periodic basis by ES&H Specialists. The frequency and rigor of appraisals is determined by the Specialist after consideration of statutory or DOE requirements, Program and Independent Walk-Through data, injury/illness data, lessons learned information, employee safety concerns and / or other “feedback” information. Each topical appraisal is documented via a written report that is kept on file by the Specialist. The types of topical appraisals and their frequency are documented in the following sub-sections.

## **5.1 INDUSTRIAL SAFETY**

In addition to participation in the Independent Walk-Through Program, the following Industrial Safety topical appraisals will be conducted *every two to three years at a minimum*:

- ☐ Fall Protection
- ☐ Hand Tools and Portable Power Tool Safety
- ☐ Personal Protective Equipment
- ☐ Ladder Safety
- ☐ Hoisting and Rigging
- ☐ Machine Guarding
- ☐ Confined Space Entry
- ☐ Lockout /Tagout
- ☐ Electrical Safety
- ☐ Forklift Safety
- ☐ Scaffolding Safety.

## **5.2 INDUSTRIAL HYGIENE**

In addition to periodic participation in the Independent Walk-Through Program, the following Industrial Hygiene topical appraisals are or will be performed at the frequency stated:

- ☐ Chemical Hygiene (*on going via chemical requisition review and Hazard Inventory reviews*)
- ☐ Hazard Communication / Right-To-Know (*on going via Independent Walk Through procedure*)
- ☐ Respiratory Protection (*annually via respirator fit-testing and training*)
- ☐ Asbestos Management (*annually via annual asbestos refresher training*)
- ☐ Ergonomics (*on going via ergonomic consultations*)
- ☐ Bloodborne Pathogens (*every 3 years*)
- ☐ Lead Management (*every 3 years*)
- ☐ Lasers (*laser systems are reviewed via the Readiness Review procedures; inspections of laser systems are conducted annually*).

### 5.3 HEALTH PHYSICS

In addition to periodic participation in the Independent Walk-Through Program, the following Health Physics topical appraisals are or will be performed at the frequency indicated:

- ❑ Radiological Materials (*on going via monthly surveys of Radiological Materials research areas*)
- ❑ X-Ray-Generating Devices (*personnel exposures reviewed quarterly via dosimetry program; analytical x-ray systems are reviewed annually*).

### 5.4 ENVIRONMENTAL PROTECTION

In addition to participation in the Independent Walk-Through Program, the following Environmental Protections topical appraisals are or will be performed at the frequency indicated:

- ❑ Waste Management (*on going via weekly waste pick-ups*)
- ❑ Waste Minimization (*via annual DOE report*)
- ❑ Environmental Protection Program (*via annual Site Environmental Report*).

### 5.5 FIRE PROTECTION

In addition to continuous participation in the Independent Walk-Through Program, the following elements of a Fire Protection program are reviewed as topical appraisals at the frequency indicated;

- ❑ Fire Prevention (*conducted daily via Plant Protection Section tours of facility*)
- ❑ Fire Detection (*conducted annually by Facilities Services and by contract with Simplex*)
- ❑ Fire Annunciation (*conducted annually by Facilities Services/ESH&A and by contract with Simplex*)
- ❑ Fire Suppression (*conducted annually by Plant Protection Section and Facilities Services*).

### 6.0 POST PERFORMANCE

Deficiencies identified for correction will be tracked using the Corrective Action 5.0 software and will be reviewed as part of the annual trend analysis conducted by ESH&A.